

PRECONSTRUCTION CONFERENCE MINUTES

Coffman Cove Roads Paving

AKSAS No. 69099

February 10, 2010

My name is Maureen Hansen. I will be the Construction Project Manager for this project. This meeting is the preconstruction conference for the **Coffman Cove Roads Paving** project number 69099/ Federal number HPRM-0003(124)/DC-225-06 and DC-396-08. This meeting is being held in the second floor conference room at the Department's SE Region office in Juneau, Alaska. The date is the **10th of February, 2010** and the time is 2:05pm.

By the way of introducing individuals in attendance, I will read from the attendance list.

Maureen Hansen	DOT
John Logsdon	SECON
Don Beattie	DOL
Bruce Moore	SECON
Carla Wood	DOT
Janelle White	DOT
Sarah Schlichting	DOT
Charles Tripp	DOT
Marsha Birchell	SECON
Albert Savikko	DOT
Walt Loewen	DOT
Carl Schrader	DOT

The project is located in Coffman Cove, Alaska and involves the paving of city streets Bayview Drive, Beluga Court, Beluga Lane, Coho Drive, Cove Circle, Harbor Drive, Harpoon Way, Loggers Lane, Mermaid Court, Minke Loop, Narwhal Court, Neptune Drive, Orca Court, Sea Otter Drive, Walrus Place, and Zarembo Drive.

The project is funded with federal earmarks and grants from the Denali Commission. The bids for the project were opened on **September 11, 2009** with **SECON** of **Juneau, AK** submitting the low bid of **\$787,430** for the basic bid. The Letter of Award/Conditional Notice to Proceed was issued **Sept 29, 2009**. The completion date has been established as **October 30, 2010**.

Subcontractors

There are no subcontractors on this project. Is that correct?

JL: Correct.

Department's Resident Project Engineer

The Department has assigned **Sarah Schlichting** as Project Engineer. **Sarah** will be working under my direct supervision. For continuity of supervision it is requested that all matters pertaining to this project be handled through the Project Engineer. Until further notice **Sarah's** mailing address is the SE. Region Offices, PO Box 112506, Juneau, AK 99811. The project office phone and fax numbers are not yet established. In the meantime, Sarah may be reached at 907-254-8822. Here is a copy of the current organization chart for Southeast Region Construction Division that charts the organizational structure from the contracting officer to the project engineer specific to this project. (Hand out copy of the chart)

Contractor's Mailing Address

Is this the contractor's current mailing address? No, we would like to use the Ketchikan office mailing address.

	SECON
PO Box 32159	PO Box 7035
Juneau, AK 99801	Ketchikan, AK 99901
Phone 907-780-5145	907-225-6491
Fax 907-780-5896	907-225-6484

Contractor's On-Site Superintendent

1. John Logsdon, on behalf of the contractor, will be responsible for the general supervision of this project and responsible for the immediate on-site supervision.
His phone numbers are: Phone 907-225-6491 (KTN office)
Cell (907) 321-1131 Fax 907-225-6484
Is this correct? Yes
2. Will your on-site supervisor have full authority to sign Change Orders, Interim Work Authorizations, and Progress Estimates? Yes
3. Will your on-site supervisor have full authority to receive and execute written and oral directions issued by the Project Engineer? Yes

Progress Payments

1. The specifications allow semi-monthly progress payments if the payment is over \$10,000. They are reviewed and signed by the project engineer and the contractor and then forwarded to my office for review and signature. Once all signatures are obtained, copies will be returned to the project engineer and the contractor. Processing takes approximately three weeks. Please note that section 109 requires paid invoices for stored materials or equipment. Unless invoices, freight bills and other required documentation, including required material testing and certifications are attached, payment will not be made.
2. Any questions on payment procedures? No.
3. Will you be submitting requests for progress payments monthly or semi-monthly?
Semi-monthly.

Change Orders and Change Order Procedures

1. In the event a change is made to the scope of work, the project engineer will issue a Request for Proposal requesting a price proposal from the contractor to accomplish the change. If the price proposals acceptable, the project engineer will normally issue an interim work authorization instructing the contractor to proceed with the work and will later follow up with a change order. In the case of an unacceptable price proposal, an interim work authorization may still be issued advising the contractor that the work will be on a time and materials basis with a unilateral change order to follow. Under no circumstances should the contractor proceed with any work unless it is authorized in writing. Other details or change orders are outlined in Section 104 of the general provisions.
2. Are there any questions on change orders? No.

Submittals

1. The submittal procedures are covered under Section 105 of the general provisions. The number of copies and the distribution are covered under that section. Please utilize a submittal register and use a unique transmittal letter with each submittal to aid in tracking. The Project Engineer can be of assistance with electronically formatted forms.
2. Prior to this meeting you were to submit the following:
 - A progress schedule (received)
 - A list of showing anticipated dates for procurement of materials and equipment. (received)
 - A list showing all proposed subcontractors and material suppliers (received)
 - A Construction Phasing Plan, as required under Subsection 643-1.05 (received)
 - A Storm Water Pollution Prevention Plan (SWPPP), designated SWPPP Manager, Spill Prevention, Control and Countermeasure Plan (SPCC), and a Hazardous Materials Control Plan (HMCP), as required under Section 641 (received and reviewed)
 - A letter designating the Contractor's Superintendent, defining that person's responsibility and authority, and providing a specimen of his signature (received)
 - A letter designating the EEO Officer and that person's responsibilities and authority (received)
 - A letter designating the DBE Officer and that person's responsibilities and authority (received)
 - A Quality Control Program, as required under subsection 106-1.03 (received)
 - A letter designating a Safety Officer and their responsibilities and authority (received)
3. Your schedule showing crushing from April 16 through April 22 and paving starting on May 3rd. Please coordinate with Jeff Hart and Trini Kelley in Regional Lab regarding mix design as the work load may be heavy during the time you will be sending samples, targets etc.

Equal Employment Opportunity, Disadvantaged Business and Certified Payroll Requirements

1. **Jenny Huntley** will be your EEO Officer. Is this Correct? Yes.
2. Carla Wood, is our EEO Officer for the Southeast Region DOT and will cover the DBE, EEO and Subcontract and Certified Payroll requirements. Please note that no work can proceed on-site by sub-contractors without an approved sub-contract.

CW: Okay, I've given you your prime package you're familiar with requirements as we discussed in the KTN Viaducts II project precon. Subcontractors, are you going to have owner/operator truckers or you going to truck yourself? Do you have any? The reason I ask is because sometimes contractors hire owner/operators and then the owner/operators end up having a fleet of trucks and they bring out drivers, that's a subcontractor.

SECON: I think we're going to have our own trucks out there.

CW: Okay, if you run into that scenario where you need an owner/operator and they want to bring out their fleet of trucks and have paid drivers, that a subcontract, so just get a hold of me. And then surveying again, that's normally a service but because it's covered by Davis Bacon wages, it is a subcontract required function on the job. There is a zero goal on this job and I don't show obviously no subcontracts, what about DBE suppliers, are you planning on any DBEs working on the job?

SECON: Well the other suppliers are the guys supplying the oil and they're not a DBE.

CW: Okay, if that changes and you bring any DBEs out, all the DBE programs are required.

SECON: Sure.

CW: EEO workforce goals, 15.1 for minority 6.9 for female, they are computed by craft on the monthly manpower report, retain those reports in your files, if you are chosen for an annual EEO review by the Civil Rights Office, you will need to produce those. Your subcontractors also need to fill those out and keep them in their files, and then make sure that you conduct periodic meetings with your supervisory and personal office employees to explain and review your EEO policy. Document those meetings, have everybody sign in. Labor requirements, we do require a notice of work stamped/received by ADOL provided to Sarah. She needs that before you guys can begin work on-site work. Payrolls are certified with a copy of the compliance form attached submitted every two weeks to ADOL with social security numbers weekly to Sarah per federal requirements. And again, as a federal funded job there are two wage inserts in your contract, one state one federal, compare the like categories and pay the higher of the two wage rates. That is it.

DB: The Department of Labor's requirements, all subcontractors must be licensed to bid and work on the project. They must have a current Alaskan contractor's and business license. The Department of Labor requires that the prime contractor submit a notice of work and pay the filing fee before work begins. Prime contractor needs to submit a notice of completion to the Department of Labor when the project is completed. It must include all additional work and any deductions or additions to the work on the form. Labor needs 30 days to process a notice of completion and the contracting agency will not make final payment until this form and all associated filing fees are paid to the Department of Labor. The prime contractor and all subcontractors need to use the Department of Labor provided job number and title on all certified payrolls. All mechanical and electrical work must be performed under an Alaskan licensed administrator. All employees must have certificates of fitness for whatever work they are performing on the project that requires it. All apprentices must be registered with the United States Department of Labor

Office of Apprenticeship. All workers must be paid weekly. The prime contractor and the subcontractors must file certified payrolls to the Department of Labor on a form provided by the Dept. of Labor or use their own form as long as the same information is on it as on the Dept. of Labor form. All employees including owner/operators must appear on the certified payrolls. Owner/operators rates of pay must at least meet the minimum prevailing rate of pay after operating expenses. Contractors must pay their workers the minimum wage rate found in the Dept. of Labors and Mechanics minimum rates of pay issue 18. These rates are valid two years after the contract is awarded. All fringe benefits must be paid in cash to the worker, or paid into a union trust fund or into an approved benefit plan that has been accepted by the Dept. of Labor.

DB: This is a per diem paying project, I've brought copies of the per diem requirements as outlined by the State of Alaska Labor Standards and Safety division, and I've already handed those to you guys. Do you have any questions regarding any of these issues? NO.

Environmental Commitments and Permits

Art Dunn is the SE Region Construction Section Environmental Compliance Officer and will serve as the initial reviewer of the SWPPP, SPCC, and HMCP submittals for this project. Art and Marsha Birchell have been in contact. He has reviewed and commented and you're supposed to edit it?

MB: I'm supposed to run it through John Barnett, in which I will when we're done with this meeting. Art is currently out of town but I will make Art available on his return to Juneau tomorrow to close the loop with Marsha as necessary.

Quality Assurance

Al Savikko of our materials section will discuss the quality control issues relevant to this project.

AS: Obviously we're not going to have a lab over there so probably all our asphalt samples will be sent to Ketchikan for testing.

MH: That's right.

AS: And that's all I have to say unless you have some questions. No, no questions

Traffic Control

The construction section's Traffic Safety Engineer position is currently vacant. Sarah Schlichting will review the TCP's upon their receipt. She will be in contact with you if there are any issues needing discussion.

JL: There's no construction signs on this job that I saw, is that correct?

MH: I don't think there were.

JL: Okay, I just want to make sure.

Questions or Issues for the Record

Does anybody have questions or issues they would like to have on record?

Closure

If that is all, we'll go ahead and close the meeting. Off the record at 2:20pm.